

OFFICE OR STAFF P & SO		OFFICE CODE R	REQUEST DATE Security Information 10 Nov. 1952	APPROVAL DATE	CONTROL NO. 332	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
			<u>TRANSPORTATION DIVISION</u> <u>FREIGHT BRANCH</u> <u>INTERNAL TRUCKING SECTION</u>				
			Auto Mechanic	CPC-308-7	439		
			Auto Mechanic	CPC-308-7	439.01		
			Auto Mechanic	CPC-308-7	439.02		
			Auto Mechanic	CPC-308-7	439.03		
			Auto Mechanic	CPC-308-7	439.04		
			Auto Mechanic	CPC-308-7	439.05		
			Auto Mechanic	CPC-308-7	439.06		
			Auto Mechanic	CPC-308-7	439.07		
			Auto Mech Helper	CPC-308-4	440		
			Auto Mech Helper	CPC-308-4	440.01		
			Auto Mech Helper	CPC-308-4	440.02		
			Auto Mech Helper	CPC-308-4	440.03		
			Auto Mech Helper	CPC-308-4	440.04		
			Auto Mech Helper	CPC-308-4	440.05		
			(Above positions to be added immediately after Position R383.23)				
Fourteen positions transferred to P&SO from General Services per memo from ADD/A, to Chiefs of P&SO and GSO, dated 30 October 1952, to be effective 10 November 1952.							
NEW OFFICE TOTALS			APPROVAL				
			The T/O changes listed above are hereby approved. Please make changes on office forms as necessary. Retain this authority until new machine printed T/O page(s) is received.				
			Chief, Class. & Wage Div. TITLE				

JOB NO. DOC NO. 30 NO CHANGE
 IN CLASS X DECLASS CLASS CHANGED TO: TS & C RET. JUST. 22
 NEXT REV DATE 5/6/77 REVIEWER TYPE DOC. 05
 NO. PGS 5 CREATION DATE ORG COMP 32 OF 12 ORG CLASS C
 REV CLASS C REV COORD. AUTH: NR 78-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Personnel Director

DATE: 21 October 1952

FROM : Chief, Classification and Wage Division

SUBJECT: Delineation of Responsibility - Operations of CIA Garage and Motor Pool Facilities - Motor Vehicle Maintenance

1. As directed by the Assistant Deputy Director for Administration a conference convened at 0930, this date, purpose of which was to fix responsibility for the operation of CIA motor pool and garage facilities and for the maintenance of automotive vehicles. Personnel in attendance were as follows: Colonel H. K. White, Assistant DD/A, presiding, Mr. [REDACTED]

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2. After considerable general discussion, each conferee given the opportunity to comment and make any suggestion he believed pertinent, a command decision was reached that effective 10 November 1952, the responsibility for the operation of the motor pool and garage and the maintenance of motor vehicles would be as follows:

a. The General Services Office will be responsible for the operation and administration of the Departmental Motor Pool including the dispatch, operation, first echelon (driver) maintenance, budgeting and accounting for all administrative vehicles assigned for use in the Washington, D. C. area; and the provision of an adequate motor pool staff and its supervision.

b. The Procurement and Supply Office will be responsible for the operation and administration of the CIA Garage. This includes providing Motor Pool administrative vehicles with 2nd echelon maintenance and above; the dispatch, operation, and maintenance of a fleet of cargo trucks operating in support of field operations; processing of vehicles for movement overseas; and the provision of an adequate garage staff and its supervision. The P&SO will also be responsible for the inspection and scheduling of all vehicles for maintenance and the provision of automotive maintenance contracts with commercial shops.

3. Determination was made that the P&SO would furnish the CWD with the necessary T/O requirements no later than 27 October 1952 and that the T/O would be processed no later than 31 October 1952 as a T/O revision separate from the current Transportation Division T/O proposal.

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4. Mr. [REDACTED] O&M Service, was assigned the responsibility of preparing all necessary papers attendant to the transfer of responsibility.

5. It was determined that the current P&SO, Transportation Division, T/O proposal would be immediately approved substantially as presented in order to provide authorized positions to cover the placement of personnel already cleared. The Personnel Office is to expedite the employment of these personnel.

6. The Personnel Office Representatives were directed to relay the above information to the Personnel Director.

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Distribution:

- 1 - PDC
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15 November 1952

NOTE

Seen by Mr. Meloon. [REDACTED] has now written a paper transferring certain positions from OGS to PSO. CWD is in process of changing T/O's. In view of current Agency ceiling discussions, we should hold any action to transfer ceilings.

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